

**HOPEWELL TOWNSHIP
YORK COUNTY PA
BOARD OF SUPERVISORS
AGENDA FOR REGULAR MEETING
MUNICIPAL BUILDING & ZOOM**

<https://us02web.zoom.us/j/85630585294?pwd=dExjMkpKWHdoWDE0WXhhdVpkTzcvdz09>

Meeting ID: 856 3058 5294 Passcode: 706226

OR DIAL IN: 301- 715- 8592

THURSDAY, NOV 3, 2022 @ 7 PM

Call meeting to order, pledge to the flag.

Approval of Minutes: Consider approval of the October 6, 2022, Regular meeting minutes as distributed.

Treasurer's Report/Invoices: Consider approval of the October 31, 2022, Treasurer's Report and previously reviewed invoices listed in this report.

Roads:

Tree trimming

Completion of all equipment service history added to GIS database

GIS Stormwater mapping

Equipment servicing

Prepping snow equipment

Mayberry water service repairs

Consider 2023 purchase of a 2023 John Deer 6110M (Boom mower)

Subdivision/Land Development Plans:

Bridgeview – Surety reduction request (tabled from September). Mr. Zach Juffe to be present.

Solicitor's Report:

Act 57 of 2022 – Local Tax Collection Law- Consider adopting Resolution 8-2022

Act 172 – EMS Tax Relief- Advertised for adoption at the December meeting

Confirmatory Deed – South Barrens Road (Recreation Land Purchase 2021)

Other Business:

Solicitor engagement letter – Consider approval for 2023

Generator 2023 Maintenance Agreement – Consider approval

2023 Budget – Authorize advertising for a December 1, 2022, Board Motion

Zoning Hearing 2-2022- Plishka – Review decision

Property Maintenance Ordinance – Discuss options/process

Bill Streett – to be present to discuss Hersey Farms and landfill

Elmer Stoltzfus – to be present to discuss the possibility of building an Amish Schoolhouse on a farm

HARP – Director Rick Kerns to be present to discuss the idea of pursuing having a Master Plan completed to include the new land and the opportunity to update the playground. Apply for DCNR Grants after the Master Plan is completed.

Personnel: Diana Manker- One year performance review- Board to consider hourly increase

Public Comment.

Adjournment.

**HOPEWELL TOWNSHIP
YORK COUNTY PA
BOARD OF SUPERVISORS
REGULAR MEETING
MINUTES FOR NOVEMBER 3, 2022
HOPEWELL TOWNSHIP MEETING ROOM & ZOOM
7:00 PM**

Supervisor Aaron Manifold called the meeting to order at 7:00pm and opened the meeting with the Pledge of Allegiance. Executive Session was held prior to the meeting to discuss personnel and potential litigation. He asked that all in attendance sign in and anyone who may be recording the meeting to give their name and address for the record. Chairman O'Neill was not present due to a family function with his daughter. In attendance were Supervisor David Wisnom, Attorney Andy Miller, and Township Manager, Katie Berry.

Approval of Minutes

Supervisor Wisnom motioned to approve the October 6, 2022, Board of Supervisors regular meeting minutes, Supervisor Manifold seconded. Motion carried.

Treasurer's Report/Invoices

Supervisor Manifold motioned to approve the October 31, 2022, Treasurer's report, and invoices. Supervisor Wisnom seconded; Motion carried.

Roads Report

Prepping snow equipment- Roads Crew has completed as much as they can for the winter season.

Tree Trimming- Continued working on the trees as weather allowed.

GIS Stormwater mapping- a new GIS system is now in place where stormwater infrastructure, signs and other road data can be mapped. This allows office personnel to access for information/history. The data base will continue to be evaluated to help eliminate paper files in other areas of the roads department.

Mayberry water service repairs- Road crew has been taking a minor part in these repairs.

Consider purchase of a 2023 John Deere 6110M (Boom Mower)- Crew has provided a proposal for this tractor with mower at an approximate price of \$206,113.21 and must be ordered and would have a 6–8-month arrival time. Manifold asked for a motion to approve purchase. Wisnom motioned to approve. Manifold seconded and opened the floor to questions and comments, there were none. Motioned carried.

Subdivision/Land development Plans

Bridgeview- Surety reduction request (tabled from September) and Mr. Zach Juffe was present to discuss their progress. Manifold entertained a motion to approve the request for surety reduction in the amount of \$85,835.24, leaving the balance at \$224,941.88. Wisnom motioned to approve and Manifold seconded. Motion carried.

Solicitor's Report

Act 57 of 2022 – Resolution 8-2022- A Resolution implementing Act 57 of 2022. Property Tax Penalty Waiver Provisions. Chairman Manifold asked if there are any questions from the public. Hearing none, Chairman Manifold entertained a motion to adopt Resolution 8-2022. Wisnom motioned to adopt Resolution 8-2022. Manifold seconded. Motioned carried.

Act 172 of 2017- EMS Tax relief- Solicitor Miller stated a Public Hearing will be scheduled at the regular December 1, 2022, meeting at 7pm to adopt an ordinance establishing a volunteer tax credit program: enacting a tax credit for volunteer members of volunteer fire companies and nonprofit emergency medical service agencies and establishing administrative procedures and appeals.

Ira Walker (representing for Eureka Vol. Fire Dept.) was present (via Zoom). Walker explained Stewartstown Borough has a tax incentive in place for earned income tax. Now the act will also allow for local property tax to also be included. Walker is asking for local municipalities to support adopting an ordinance not only for earned income tax, but property tax as well. Walker feels tax incentives could help recruit and spark interest to gain volunteers, as well as retain the volunteers they have.

Confirmatory Deed- MPL has been working on completing the confirmatory deed to get submitted to DCNR to have the park grant money released. Miller has also ordered an appraisal review that is needed for the funding of the grant.

Other Business-

J.A. Myers- Jason Boyles was present to discuss with the Board that the water line repairs were under control in the Mayberry development and wanted to ensure that they are working closely with the inspectors and the Township engineer to see that the repairs are being done as requested.

Solicitor engagement letter- Consider approval for 2023. Manifold motioned for the Board of Supervisors to authorize the engagement letter for MPL Law firm to continue for 2023. Wisnom seconded the motion. No discussion, motion carried.

Generator 2023 Maintenance agreement- Manifold asked for a motion to entertain into another year for annual backup generator service for \$500 in 2023. Wisnom motioned, Manifold seconded. Motion carried.

2023 Budget- Manifold motioned to authorize the Manager to advertise the budget for adoption for a December 1, 2022, board motion. Wisnom seconded. Motion carried.

Property Maintenance Ordinance – Discuss options/process. Solicitor Miller will review some other Township plans and have a draft ready for a future meeting. Zoning officer Keith Hunnings was present (via Zoom) to explain having a plan will allow quicker action for enforcement options

Elmer Stoltzfus- Amish School house is being proposed and was present to find out what needs to happen. Hunnings explained typically no more than 40 students/ desks would be allowed. A small parking area would be required and a plan for traffic and transportation services would have to be in place as well. The building would be considered commercial, so it would need to meet UCC code. A full land development process would need to be completed. Manifold stated the Board needs to do some

research and it can be brought up at a future meeting. This would also be a Zoning change, so it would have to also go to the County Planning Commission

HARP- Director Rick Kerns, Program Director was present with statistics of programs, as well as a Strategic Plan. Kerns explained a Master Plan would be a good place to start to develop the new park area and update the playground/fields. DCNR grants would later be applied for, for implementation. The Board feels this is a good plan and thanked Rick for everything he is doing. The mission of HARP is to improve the quality of life for the citizens of the local municipalities by providing comprehensive recreation and park services that include well-maintained facilities and a wide variety of programs designed to meet the needs of children and adults in the community.

Volunteer Introductions- Steve Boyer, of 14979 Leib School Rd. was present and introduced himself to the Board. Boyer saw the Facebook advertisement for the opening of a Zoning Committee member and decided he would take interest. Boyer explained he is retired and has the time it would take to be a part of the Zoning Committee. He is a long-term resident of Hopewell. He would like to take part in the community by serving on a Board for the Township.

Brandon Hall of 182 East Scarborough Fare was also present to introduce himself. Hall is interested in serving on the Recreation Board. With his work background, his own children in sports and coaching he would like to be a part of the future in continuing growth at HARP.

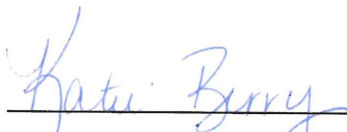
The Board thanked both volunteers for their interest and explained at the January meeting they will appoint the new Board members.

Personnel-

Diana Manker- One year performance review. Manifold stated Diana has been a great asset and is a friendly face at the front desk. Manifold motioned to approve an increase of \$1.50 an hour. Wisnom seconded. Motioned carried.

Public Comment-

Supervisor Manifold adjourned the meeting at 8:33



Katie Berry, Recording Secretary

Hopewell Township
Balance Sheet Prev Year Comparison
As of October 31, 2022



	Oct 31, 22	Oct 31, 21	\$ Change	% Change
ASSETS				
Current Assets				
Checking/Savings				
100. · Checking/Savings				
100.00 · General Fund Checking				
100.01 · Johnson Controls	91,790.00	91,790.00	0.00	0.0%
100.00 · General Fund Checking - Other	487,222.91	347,345.47	139,877.44	40.3%
Total 100.00 · General Fund Checking	579,012.91	439,135.47	139,877.44	31.9%
101.00 · Cell Tower MMA	100,329.06	59,192.85	41,136.21	69.5%
102.00 · Traffic Light MMA	3,303.80	6,149.57	-2,845.77	-46.3%
103.00 · Facilities Fund MMA	2,148,645.91	2,145,196.56	3,449.35	0.2%
104.00 · Equipment Fund MMA	325,712.21	245,330.74	80,381.47	32.8%
107 · ARPA	550,354.98	280,518.67	269,836.31	96.2%
100. · Checking/Savings - Other	-53.95	0.00	-53.95	-100.0%
Total 100. · Checking/Savings	3,707,304.92	3,175,523.86	531,781.06	16.8%
105.00 · Payroll Checking	17,537.39	12,410.46	5,126.93	41.3%
106.00 · State Fund Checking	12,444.88	94,833.15	-82,388.27	-86.9%
Total Checking/Savings	3,737,287.19	3,282,767.47	454,519.72	13.9%
Total Current Assets	3,737,287.19	3,282,767.47	454,519.72	13.9%
TOTAL ASSETS	3,737,287.19	3,282,767.47	454,519.72	13.9%
LIABILITIES & EQUITY				
Liabilities				
Current Liabilities				
Other Current Liabilities				
210.00 · Payroll Liabilities				
210.02 · FICA Taxes Withheld	-89.90	-89.90	0.00	0.0%
210.03 · Medicare Taxes Withheld	-21.04	-21.04	0.00	0.0%
210.04 · PA UC Taxes Withheld	53.84	48.47	5.37	11.1%
210.06 · Local Income Taxes Withheld	299.33	209.74	89.59	42.7%
210.07 · Local Services Tax Withheld	28.00	20.00	8.00	40.0%
210.14 · FICA Company Paid	89.90	89.90	0.00	0.0%
210.15 · Medicare Taxes Company Paid	21.03	21.03	0.00	0.0%
210.00 · Payroll Liabilities - Other	-33.67	-35.88	2.21	6.2%
Total 210.00 · Payroll Liabilities	347.49	242.32	105.17	43.4%
Total Other Current Liabilities	347.49	242.32	105.17	43.4%
Total Current Liabilities	347.49	242.32	105.17	43.4%
Total Liabilities	347.49	242.32	105.17	43.4%
Equity				
275.00 · Fund Balance	3,364,935.36	3,141,568.39	223,366.97	7.1%
Net Income	372,004.34	140,956.76	231,047.58	163.9%
Total Equity	3,736,939.70	3,282,525.15	454,414.55	13.8%
TOTAL LIABILITIES & EQUITY	3,737,287.19	3,282,767.47	454,519.72	13.9%

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Hopewell Township Expenses by Vendor Detail October 2022

Date	Num	Account	Original Amou...	Paid Am...	Balance
AERO ENERGY					
10/17/2022	167.600 GALLONS	438.04 · Vehicle Fuel - ...	819.25	819.25	819.25
Total AERO ENERGY				819.25	819.25
ARRO CONSULTING, INC					
10/07/2022	GIS Servicees	400.08 · Dues/Subscript...	360.00	360.00	360.00
Total ARRO CONSULTING, INC				360.00	360.00
BEARS PORTABLE TOILETS					
10/07/2022	July and Sept Rental	452.02 · Hopewell Area ...	455.00	455.00	455.00
Total BEARS PORTABLE TOILETS				455.00	455.00
C H REED INC					
10/07/2022	Compressor	409.05 · Repairs and M...	361.83	361.83	361.83
Total C H REED INC				361.83	361.83
CARDMEMBER SERVICE					
10/07/2022	8/23-9/21/2022	438.03 · Vehicle Fuel - ...	46.84	46.84	46.84
10/07/2022	8/23-9/21/2022	400.08 · Dues/Subscript...	54.99	54.99	101.83
10/07/2022	8/23-9/21/2022	438.02 · Supplies	144.50	144.50	246.33
10/07/2022	8/23-9/21/2022	438.02 · Supplies	171.19	171.19	417.52
10/07/2022	8/23-9/21/2022	438.02 · Supplies	16.32	16.32	433.84
10/07/2022	8/23-9/21/2022	438.02 · Supplies	83.26	83.26	517.10
10/07/2022	8/23-9/21/2022	438.03 · Vehicle Fuel - ...	42.80	42.80	559.90
10/07/2022	8/23-9/21/2022	438.02 · Supplies	63.93	63.93	623.83
Total CARDMEMBER SERVICE				623.83	623.83
CGA LAW FIRM, PC					
10/07/2022	General Business	404.00 · Attorney Fees	2,481.00	2,481.00	2,481.00
Total CGA LAW FIRM, PC				2,481.00	2,481.00
DONNIES 10 POINT LAWN CARE					
10/24/2022	Mowing	430.01 · Lawn Care	75.00	75.00	75.00
10/24/2022	Mowing	430.01 · Lawn Care	75.00	75.00	150.00
10/24/2022	Mowing	430.01 · Lawn Care	75.00	75.00	225.00
Total DONNIES 10 POINT LAWN CARE				225.00	225.00
ESQUIRE DEPOSITION SOLUTIONS, LLC					
10/07/2022	Hearing 8/18/22	414.05 · ZHB & Plannin...	200.00	200.00	200.00
Total ESQUIRE DEPOSITION SOLUTIONS, LLC				200.00	200.00
EUREKA CONSOLIDATED					
10/10/2022	2022 Q3 Qrt EMS	412.00 · Ambulance/Re...	10,250.00	10,250.00	10,250.00
Total EUREKA CONSOLIDATED				10,250.00	10,250.00
EUREKA VOLUNTEER FIRE AND AMBULANCE CO.					
10/07/2022	ALS Service Q4/2...	412.01 · ALS	18,475.63	18,475.63	18,475.63
Total EUREKA VOLUNTEER FIRE AND AMBULANCE CO.				18,475.63	18,475.63
EUREKA VOLUNTEER FIRE RELIEF ASSOC.					
10/07/2022	2022 Vol Fire Relief	411.04 · Foreign Fire In...	40,666.20	40,666.20	40,666.20
Total EUREKA VOLUNTEER FIRE RELIEF ASSOC.				40,666.20	40,666.20
HOPEWELL AREA REC & PARK BOARD					
10/07/2022	4th QTR 2022	452.01 · Annual Recreat...	11,975.15	11,975.15	11,975.15
Total HOPEWELL AREA REC & PARK BOARD				11,975.15	11,975.15

Hopewell Township Expenses by Vendor Detail October 2022

Date	Num	Account	Original Amou...	Paid Am...	Balance
JENCO MICRO EDGE, INC.					
10/17/2022	Chipper Sharpened	437.01 · Parts for Repairs	72.00	72.00	72.00
Total JENCO MICRO EDGE, INC.				72.00	72.00
KEYSTONE CONCRETE PRODUCTS					
10/17/2022	Storage Building	409.06 · Capital Constru...	3,700.00	3,700.00	3,700.00
10/17/2022	Salt Building	409.06 · Capital Constru...	3,000.00	3,000.00	6,700.00
Total KEYSTONE CONCRETE PRODUCTS				6,700.00	6,700.00
KLUGH ANIMAL CONTROL SERVICES					
10/07/2022	Billable Services	419.01 · Animal Control ...	71.80	71.80	71.80
10/07/2022	2023 Services	419.01 · Animal Control ...	450.00	450.00	521.80
Total KLUGH ANIMAL CONTROL SERVICES				521.80	521.80
MARTIN & MARTIN INC.					
10/07/2022	Municipal Engineer	408.00 · Engineering Se...	3,013.00	3,013.00	3,013.00
10/07/2022	Mayberry-Inspectio...	408.01 · Engineering Re...	632.50	632.50	3,645.50
10/07/2022	Stoltzfus-Stifler	408.00 · Engineering Se...	666.00	666.00	4,311.50
10/07/2022	Consulting	408.00 · Engineering Se...	247.50	247.50	4,559.00
Total MARTIN & MARTIN INC.				4,559.00	4,559.00
MEDIA ONE PA					
10/17/2022	Zoning Hearing	400.04 · Advertising	76.00	76.00	76.00
Total MEDIA ONE PA				76.00	76.00
MET ED					
10/07/2022	8/30-9/28/22 Lee St	438.07 · Other Services ...	47.88	47.88	47.88
Total MET ED				47.88	47.88
MPL LAW FIRM					
10/07/2022	Royal Farms	404.00 · Attorney Fees	512.00	512.00	512.00
10/07/2022	Stoltzfus/Trout Ln	404.02 · Attorney Fees ...	144.00	144.00	656.00
10/07/2022	Mayberry Subdivisi...	404.02 · Attorney Fees ...	64.00	64.00	720.00
10/07/2022	Dwelling Rights	404.00 · Attorney Fees	5,696.00	5,696.00	6,416.00
10/07/2022	Municipal Fees	404.00 · Attorney Fees	4,178.50	4,178.50	10,594.50
10/07/2022	Manifold Subdivision	404.02 · Attorney Fees ...	400.00	400.00	10,994.50
Total MPL LAW FIRM				10,994.50	10,994.50
PA Chamber Insurance					
10/07/2022	November 2022	406.02 · Insurance and ...	10,724.39	10,724.39	10,724.39
Total PA Chamber Insurance				10,724.39	10,724.39
PA ONE CALL SYSTEM INC					
10/17/2022	Monthly Fee	438.07 · Other Services ...	53.37	53.37	53.37
Total PA ONE CALL SYSTEM INC				53.37	53.37
PSATS CDL PROGRAM					
10/07/2022	Drug/Alcohol Tests	438.07 · Other Services ...	60.00	60.00	60.00
Total PSATS CDL PROGRAM				60.00	60.00
QUALITY/ KYOCERA DOCUMENT SOLUTIONS MID					
10/07/2022	10/1-10/31/22	406.04 · Other Services ...	501.06	501.06	501.06
10/17/2022	9/6-10/5/2022	406.04 · Other Services ...	72.83	72.83	573.89
Total QUALITY/ KYOCERA DOCUMENT SOLUTIONS MID				573.89	573.89
SHREWSBURY TRUE VALUE					
10/07/2022	Supplies	438.02 · Supplies	11.34	11.34	11.34
10/07/2022	Supplies	438.02 · Supplies	32.38	32.38	43.72
10/07/2022	Supplies	438.02 · Supplies	52.66	52.66	96.38
Total SHREWSBURY TRUE VALUE				96.38	96.38

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Hopewell Township Expenses by Vendor Detail October 2022

Date	Num	Account	Original Amou...	Paid Am...	Balance
SMART SOURCE LLC					
10/17/2022	OFFICE SUPPLIES	406.03 · Office Supplies	236.28	236.28	236.28
Total SMART SOURCE LLC				236.28	236.28
SOUTH PENN CODE CONSULTANTS LLC					
10/07/2022	Credit Card Pymt.	413.04 · CC Payments f...	160.00	160.00	160.00
Total SOUTH PENN CODE CONSULTANTS LLC				160.00	160.00
STAPLES ADVANTAGE					
10/07/2022	Supplies	406.03 · Office Supplies	25.00	25.00	25.00
10/07/2022	Supplies	406.03 · Office Supplies	28.97	28.97	53.97
10/07/2022	Supplies	406.03 · Office Supplies	52.03	52.03	106.00
10/17/2022	Bldg Supplies	409.01 · Building Supplies	34.26	34.26	140.26
10/17/2022	Bldg Supplies	409.01 · Building Supplies	45.98	45.98	186.24
10/17/2022	Bldg Supplies	409.01 · Building Supplies	11.90	11.90	198.14
Total STAPLES ADVANTAGE				198.14	198.14
Stephenson Equipment Inc					
10/07/2022	Chipper parts	437.01 · Parts for Repairs	107.31	107.31	107.31
Total Stephenson Equipment Inc				107.31	107.31
STEWARTSTOWN BOROUGH					
10/07/2022	6/25/21-9/25/22	411.01 · Hydrant Service	1,125.30	1,125.30	1,125.30
Total STEWARTSTOWN BOROUGH				1,125.30	1,125.30
TRACTOR SUPPLY CREDIT PLAN					
10/17/2022	Supplies	437.01 · Parts for Repairs	55.98	55.98	55.98
Total TRACTOR SUPPLY CREDIT PLAN				55.98	55.98
TRUCK SPECIALTIES INC					
10/07/2022	DT6 Inspection	437.01 · Parts for Repairs	131.44	131.44	131.44
10/07/2022	DT5 Inspection	437.01 · Parts for Repairs	359.34	359.34	490.78
10/07/2022	Trailer Inspection	437.01 · Parts for Repairs	70.49	70.49	561.27
10/07/2022	DT3 Inspection	437.01 · Parts for Repairs	277.82	277.82	839.09
10/07/2022	DT2 Inspection	437.01 · Parts for Repairs	163.82	163.82	1,002.91
10/07/2022	CR-1 Battery	437.01 · Parts for Repairs	149.44	149.44	1,152.35
Total TRUCK SPECIALTIES INC				1,152.35	1,152.35
UNITED CONCORDIA					
10/17/2022	November 2022	406.02 · Insurance and ...	418.85	418.85	418.85
Total UNITED CONCORDIA				418.85	418.85
WELLS FARGO VENDOR FINANCIAL SVS. LLC					
10/07/2022	Copier Lease	406.09 · Office Equipme...	117.25	117.25	117.25
Total WELLS FARGO VENDOR FINANCIAL SVS. LLC				117.25	117.25
YORK WATER COMPANY					
10/17/2022	8/29-9/30/2022	411.01 · Hydrant Service	461.40	461.40	461.40
Total YORK WATER COMPANY				461.40	461.40
TOTAL				125,404.96	125,404.96